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11. THAT THE DAILY SUMMARY OF DCI ACTIONS PREPARED BY EXECUTIVE REGISTRY BE DISCONTINUED OR THE CIRCULATION BE LIMITED.

Present procedures require that a copy of all correspondence signed by the Director be circulated among the officials of the office. Furthermore, offices outside the immediate Office of DCI are required to prepare an information copy for the DECI of all correspondence prepared for the signature of the Director. Finally the Executive Registry prepares a summary of all papers signed by the Director for circulation to the same recipients on the following day. It is therefore recommended that the circulating copies be clearly marked and expedited and thus eliminate the preparations of the summary. In any event, personnel in the Office of the DECI have indicated that they have no need for the summary prepared in Executive Registry.

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